

MUD-93240
April 1971
(Formerly FHA-3240)

Fair Approved
OMB No. 43-00979

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

ANNUAL OPERATING BUDGET FOR COOPERATIVE HOUSING CORPORATIONS

PROJECT NO (S) _____

PROJECT NAME _____ ADDRESS _____

COVERING PERIOD FROM _____ TO _____

EXPENSES	ACCT NO.	1 Prior Year Budget	2 Prior Year Actual	3 Over (Under)	4 Adjustments Over (Under)	5 New Annual Budget	6 Adjustments By HUD
1. Vacancy & Collection Loss	6370						
2. Employee Apartment Rent	6330						
3. Apartment Resale Expense	6200						
4. Management Fee	6320						
5. Legal Expense	6340						
6. Audit Expense	6350						
7. Telephone	6360						
8. Office & Adm. Salaries	6310						
9. Office Expenses	6311						
10. Misc. Administrative Exp.	6390						
11.							
12.							
13.							
14.							
15. Fuel	6420						
16. Electricity	6450						
17. Water & Sewer	6451						
18. Veh. & Equip. Oper. Exp.	6441						
19. Janitor's Payroll	6430						
20. Janitor's Supplies	6431						
21. Exterminating	6462						
22. Refrigeration	6480						
23. Parking Area Expense	6480						
24.							
25.							
26.							
27. Grounds Maintenance	6520						
28. Painting & Decorating	6560						
29. Structural Repairs	6580						
30. Heating & Air Cond. Maint.	6510						
31. Plumbing Maintenance	6511						
32. Electrical Maintenance	6512						
33. Elevator Maintenance	6550						
34. Pool Maintenance	6521						
35. Maintenance Supplies	6515						
36. Maintenance Payroll	6585						
37. Misc. Maintenance Repair	6590						
38.							
39. Real Estate Taxes	6710						
40. Employer's Payroll Taxes	6711						
41. Miscellaneous Taxes	6719						
42. Property & Liability Insurance	6720						
43. Workmen's Compensation	6721						
44. Fidelity Bonds	6723						
45. Miscellaneous Insurance	6729						
46.							
47.							
48.							
49. Ground Rent	6815						
50. Mortgage Ins. Premium	6850						
51. Mortgage Interest	6820						
52. Mortgage Principal	2320						
53. Replacement Reserve	1320						
54. General Operating Reserve	1385						
55. Painting Reserve	1330						
56. Project Equipment Purch.	1470						
57. Capital Improvements	1400						
58. TOTAL EXPENSE							

Column 66 reflects necessary or desirable increases and decreases over prior year's budget (Col. 61) to arrive at New Annual Budget (Col. 65). Carrying Charges and other budgeted income (line 668) must at least equal the total expenses on line 58. Lines 52-57 provide for capital contributions by members, in excess of their downpayments, and should be entered in the books thru Account #3241 (Paid-in Surplus). Surcharges received from over-income occupants in Section 221(d)(3) and Section 236 cases are not budget items and should not be reflected in any of the columns in Line 59 nor in the Schedule of Carrying Charges, but should be reflected in a separate Schedule. Additional instructions for the preparation of this form are contained in HUD Handbook PHS 4371-2, the Uniform System of Accounts for Cooperative Housing Corporations. HUD-93240

INCOME	ACCT. NO.	1 Prior Year Budget	2 Prior Year Actual	3 Over (Under)	4 Adjustments Inc. (Deer.)	5 New Annual Budget	6 Adjustments By HUD
59. Carrying Charges	5110						
60. Late Charges	5410	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
61. Interest Income	5410						
62.							
63.							
64.							
65.							
66.							
67.							
68.							
TOTAL INCOME							
69. TOTAL EXPENSE (Line 58)							
70. INCOME OVER (UNDER) EXPENSE							

STATUS OF FUNDED RESERVES

ACCT. NO.	Reserved to Date	Actual on Deposit	Excess (Deficiency)	PROVISION FOR REPAYMENT OF ANY DEFICIENCIES SHOULD BE INCLUDED IN LINES 53, 54 AND 55.
A. Replacement Reserve	1320			
B. Gen. Dep. Reserve	1365			
C. Painting Reserve	3230			
D.				
E.				
F.				

SCHEDULE OF CARRYING CHARGES

DESCRIPTION OF UNIT	No. of Units of this Type	MONTHLY CARRYING CHGS		ANNUAL CARRYING CHARGES	
		Prior Year	New Year	Prior Year	New Year
TOTALS					

Unless otherwise indicated it is assumed that all utilities, maintenance and replacements are provided by the cooperative and are included in the above carrying charges. If any of these items are paid for directly by the member check below. (Specify any other items not listed)

Utilities: Fuel Electricity Water _____

Replacements: Range Refrigerator Air Cond. Garb. Disp. _____

Maintenance: Range Refrigerator Air Cond. Garb. Disp. _____

Explanatory comments, including management agents opinion as to adequacy of proposed new budget:

Prepared By: _____ Approved: _____

Managing Agent: _____ Title: _____
(In the name of the cooperative)

Date: _____ Date: _____

Approved: _____ Approved as indicated in column 6

(Signature and Title of Authorized Official) _____
(Signature and Title of Authorized Official)

Date: _____ Date: _____

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